



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

March 7, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reflect classification changes and to implement classification studies.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board has instructed the Director of Personnel to submit classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. The development and maintenance of the County's classification system is one of the Department of Human Resources' (DHR) primary functions.

Your Board's approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

To Enrich Lives Through Effective and Caring Service

These classification recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents. This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems (Attachments A and B).

FISCAL IMPACT/FINANCING

There is a nominal net County cost associated with the recommended action. Generally, incumbents of filled positions promoted as a result of upward reclassifications would receive increases of approximately 5.5 percent. The cost increase associated with this upward reclassification action will be absorbed within the Board's adopted budget for the affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

New Classes

Two (2) new classes are being created in the County's classification system in conjunction with restructuring within the Department of Health Services to better serve departmental needs and to provide timely response to Board inquiries (Attachment A).

Reclassification

There is one (1) position in one (1) department being recommended for reclassification (Attachment B). The duties and responsibilities assigned to this position have changed since the original allocation was made. The position would be more appropriately classified to the recommended class.

The Honorable Board of Supervisors
March 7, 2006
Page 3

Authority

The County Charter (Article VI) authorizes the Director of Personnel to establish and maintain "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Approvals

- The Chief Administrative Officer has reviewed these recommendations.
- The Department of Human Resources has conducted appropriate consultations with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

MICHAEL J. HENRY
Director of Personnel

MJH:STS
SM:vmh

Attachments (2)

c: Chief Administrative Officer
Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Affected Departments

ATTACHMENT A

CLASSES RECOMMENDED FOR ADDITION

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

Savings/Health Plan	Item No.	Title	Salary Schedule & Level	
Savings	4625	Deputy, Management Programs, Health Services (UC)	N23	R14
Savings	4626	Manager, Board Relations, Health Services	N23	R12

ATTACHMENT B

RECOMMENDATION FOR POSITION RECLASSIFICATION

INTERNAL SERVICES DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Computer Operator Specialist 71B Represented	Senior Systems Aid 73K Represented

The subject position is assigned to the Energy Management Division where it performs basic installation, maintenance, configuration, and troubleshooting of the vendor-supported Enterprise Energy Management Information System. The scope, level, and variety of work assigned is consistent with the definition and allocation standards for the Senior Systems Aid class which assists in the planning, adaptation, and implementation of manual and electronic data processing systems. Therefore, we recommend that the position be reclassified upward to a Senior Systems Aid.